



State of Connecticut EXAM ANNOUNCEMENT

CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC PAROLE OFFICER 1

ANNUAL \$66,749	SALARY	APPLICATION CLOSING	EXAM
SALARY: \$87,022	GROUP: CP 13	DATE: MARCH 10, 2016	NO: 080600CRMC

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW
(REISSUED WITH TEST DATE FOR 2016 – EXTENDED CLOSING & GRADING DATE)

PURPOSE OF CLASS: In the Department of Correction Parole and Community Services and the Board of Pardons and Paroles, this class is accountable for independently performing a full range of tasks in case management, inmate classification systems, counseling, investigation and enforcement activities for an assigned group of offenders..

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

GENERAL EXPERIENCE: Six years of experience in case management or community supervision activities in parole, probation, rehabilitation counseling or social work in a correctional or community setting under the jurisdiction of the Department of Correction or the Criminal Justice System. NOTES: **Case management** is interpreted as having an assigned caseload, performing the initial intake assessments, setting up treatment plans and monitoring client progress. **Community supervision** is interpreted as those community settings which provide services to offenders in settings such as Alternative Incarceration Centers. It does not refer to the general population.

SUBSTITUTIONS ALLOWED: (1) College training in counseling, criminal justice, human services, psychology, sociology, social work or a closely related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in counseling, criminal justice, human services, psychology, sociology, social work or a closely related field may be substituted for one additional year of the General Experience. (3) Two years as a Parole Officer Trainee may be substituted for the General Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to successfully complete a formal training course in correctional work to develop the knowledge, skills and abilities to successfully perform the duties of the class. (2) Incumbents in this class must possess and retain a valid Motor Vehicle operator license. (3) Incumbents in this class must be able to obtain and maintain certification to carry and use weapons including firearms and chemical agents. (4) Incumbents in this class must be able to obtain and maintain NCIC/COLLECT certification. (5) Incumbents in this class may be required to travel. (6) Incumbents in this class may be required to speak a foreign language.

WORKING CONDITIONS: Incumbents in this class may be exposed to a considerable degree of danger of injury or assault by offenders or persons engaged in deviant behavior and from automobile or other accidents, communicable infectious diseases, disagreeable environmental conditions, confinement in a dangerous and volatile prison population and may be required to exert considerable physical effort such as working in tiring positions, lifting and restraining of offenders.

PHYSICAL REQUIREMENT: (1) Incumbents in this class must have general good health, be free from any disease or injury, which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required to perform the duties of the class. (2) A comprehensive medical examination, including a controlled substance screening, will be required of all applicants upon a conditional offer of employment.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of relevant agency policies and procedures; knowledge of criminal behavior; knowledge of individual and group behavior; knowledge of principles and techniques of interviewing; knowledge of evidence-based practices; knowledge of cultural competencies and ethical standards; some knowledge of counseling techniques; some knowledge of investigatory techniques; some knowledge of correctional practices; some knowledge of community resources; interpersonal skills; oral and written communication skills; ability to prepare clear and concise reports and case histories; ability to learn and retain information; ability to analyze facts and make decisions; ability to perform arithmetical computations; ability to organize time, set priorities and manage caseload tasks; ability to utilize computer software.

THE EXAMINATION WILL BE COMPOSED OF:

PART
EXPERIENCE AND TRAINING

WEIGHT
100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT: (1) Completed Application Form (CT-HR-12)
(2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required supplemental examination materials as detailed below. **Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision.** Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three), which you feel has best prepared you for the job of Parole Officer 1, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Parole Officer 1 cannot include this as one of the two jobs.) Each job description should begin on a separate page and must include: (1) Name of the facility, your job title, length of time on the job (how many years and months and number of hours worked per week), a description of the client population you worked with (ages, reason for being in the facility/program [i.e., inmate, parolee, etc.], length of stay at the facility, etc.). (2) Describe your caseload management/counseling duties. For each job, be specific as to the percentage of time spent performing caseload management/counseling duties, the number of individuals in your caseload, time resources you allocated to each case, the type of services you provided, and outcomes of your caseload management. Be specific as to the number of clients involved in your counseling sessions, types of programs/sessions you facilitated, and the goals of the treatment plans you devised and/or of the social programs you implemented and how successful your clients were at achieving those goals. Describe any incidents where you performed crisis intervention, the skills you utilized and the outcome of your intervention. (3) Describe your involvement with the interpretation and application of federal laws, state statutes and departmental policies and procedures as they relate to the supervision of parolee's and/or other sentenced individuals in a correctional community setting. Discuss what types of laws and policies you interpreted and applied related to maintaining the public safety. Describe any investigations of alleged violations of these laws and/or policies. Be sure to include the steps taken to conduct the investigations, reports/recommendations/penalties issued on those in violation. Include any involvement you have working with other public safety/protective services personnel, including state and local police, probation staff, criminal court staff, etc. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and examination materials will be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and examination materials are completed correctly and submitted together as a package. (5) Mail application/examination materials to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT 06106-1658 (**Secure Fax #860-622-2840**). **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) A separate application/examination package must be submitted for each examination you are applying for. (8) Application/examination package must be date stamped by DAS/Human Resources or postmarked by MARCH 10, 2016 for the MAY 25, 2016 grading date. Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for.

FORMS: Application forms ([CT-HR-12](#)) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

(revised 12/22/15, reissued with extended closing and grading date 1/7/16)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.